

MADERA COUNTY

AGRICULTURAL COMMISSIONER/SEALER

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the County-wide programs of the County Agricultural Commissioner and County Sealer of Weights and Measures; to assume responsibility for the proper enforcement of the pertinent sections of the California Food and Agricultural Code, the California Code of Regulations, and the California Business and Professions Code; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, directs, manages, and oversees a program designed to enable the effective enforcement of laws and regulations pertaining to the Office of the County Agricultural Commissioner and the Sealer of Weights and Measures; attends and participates in professional group meetings; supervises and directs the enforcement of State and Federal pesticide regulations; plans and supervises County programs concerning fruit and vegetable inspection, pest detection and control, seed inspection, apiary inspection, nursery inspection, plant quarantine, and noxious weed control; directs action to control and eradicate plant and related diseases when found; supervises and directs the inspection, testing, and sealing of all commercial weighing and measuring devices, and packaged goods and containers to determine conformance with applicable regulations; oversees the preparation of and prepares reports and presentations on assigned functions and activities; conducts hearings on violations and administers proper enforcement actions; develops and administers assigned budgets, prepares budget requests, and controls expenditures; maintains contact and effective working relationships with the media, community organizations, industry groups, and other governmental agencies; selects, directs, supervises, trains, and evaluates assigned staff; oversees and participates in the development and implementation of program goals, objectives, policies, and priorities.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics and functions of the County Office of the Agricultural Commissioner and the Sealer of Weights and Measures.
Pertinent Federal, State, and local laws, codes, and regulations.

Knowledge of:

Proper inspection methods and procedures.
Methods of identifying, treating, and controlling plant pests and diseases.
Construction, mechanics, and operation of scales, gasoline meters, and other weighing and measuring devices.
Proper packaging and identification of commodity contents.
Principles and practices of budget development, preparation, and expenditure control.
Principles and techniques of management and program administration.
Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of the Office of Agricultural Commissioner and Sealer of Weights and Measures.
Formulate and implement County-wide inspection and enforcement programs.
Oversee the gathering and maintenance of information concerning County crops and agricultural production.
Prepare and present accurate and comprehensive reports and recommendations.
Effectively represent the County's agriculture and weights and measures inspection and enforcement programs to the public, the media, community organizations, related industry groups, and other governmental agencies.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of progressively responsible professional experience in agricultural and weights and measures inspection and enforcement work including three years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in agriculture, public administration, business administration, or a related field.

License or Certificate:

Possession of a valid license as a County Agricultural Commissioner and County Sealer of Weights and Measures issued by the California Department of Food and Agriculture.

Possession of valid licenses in all fields of agricultural and weights and measures inspection work.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to travel to different sites and locations.

Effective Date: May, 1995